



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General State Fire Marshal's Office Inspections Division Room 454, MLK, Jr. Dr. Atlanta, GA 30334	Application Number <b>81-396</b>	
Application Number		Date Received <b>AUG 5 1981</b>	Date Completed <b>SEP 1 1981</b>
2. Person to Contact Joe Thiel		Working Title Assistant State Fire Marshal	Telephone Number 656-7087
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1954      To Date		5. Records Series Title (followed by title used in office; if different) Building Inspection & Certificate of Occupancy Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? This office is responsible for inspecting existing buildings a and reviewing plans for new construction and maintaining copies of plans which fall under the 1949 Georgia State Fire Law. This office maintains files on all inspected buildings. The files contain construction permits, certificates of occupancy, incoming correspondence and outgoing correspondence, plans of corrective action, building records, and inspection reports. The Fire Marshal's Office is responsible for seeing that buildings falling under its jurisdiction continue to comply with the 1949 Georgia State Fire Law, Rules and Regulations, and applicable codes.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Inspecting and certifying that buildings in Georgia comply with Georgia Fire & Safety Law.  Included are: "Certificate of Occupancy" (Form #FM 33) "Construction Permit" (Form #FM 31) "Inspection Report" (Form #FM 76) As-Bid Construction Plans  Also included may be related correspondence.   File is arranged: By assigned code number			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	- 0 -	years.	d. Audit period	3	years.
b. Statute of limitation	No	years.	e. Administrative need	Permanent	years.
c. Federal law	- 0 -	years.	f. Federal retention instructions	- 0 -	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Thursday then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

#### ☒ Other (Specify)

Microfilm:

Hold updateable microfiche jacket and aperture cards in current files area until building is razed or a change in occupancy classification occurs; then destroy and start new file.

Roll Microfilm:

Cut-off file every three months and transfer to State Archives for security storage; Director of Engineering will review roll microfilm every 25 years and destroy obsolete film.

Paper File:

Transfer to Fire Safety Specialists (field inspectors) upon verification of microfilm - hold 1 year or until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joe Thiel</i>	8-4-81	<i>Fred Anderson</i>	8-4-81
81-396		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Wm. Thiel</i>	8-28-81
	Secretary of State/Designee	<i>Carroll Hart</i>	9-26-81
	Attorney General/Designee	<i>Benny Hughes</i>	8-28-81